



Sustainability Analyst - Japanese Speaker Exclusive job

Job Information

Hiring Company[EcoVadis](#)**Job ID**

1612654

Industry

Software

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Yurakucho Line, Kojimachi Station

Salary

4 million yen ~ 5 million yen

Salary Bonuses

Bonuses included in indicated salary.

Refreshed

September 28th, 2026 07:00

Application Deadline

October 5th, 2026

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Our Evaluation Services department produces independent, trusted and actionable ratings and insights that empower all companies to continuously improve their sustainable business practices, ultimately contributing to a positive change at a global scale.

As a Sustainability Analyst you will assess and report on the quality and robustness of the sustainability management systems of companies from all over the world.

Data analysis will be primarily qualitative, centered around the analysis of a company's management system documentation. You will become an expert in applying the EcoVadis methodology, built on the most rigorous international standards and frameworks (for example: GRI, ISO 26000), already 15 years in evolution. In a state of continuous improvement, the methodology continues to be driven forward by strong market forces, societal expectations and emerging regulation.

In this role, your unique skills will enhance our approach. Because quality is essential, our analysts follow clear evaluation guidelines to ensure we maintain precision and conciseness. Attention to detail, being adaptable to change and acquiring new skills quickly are key to your success in the rating process. We are a team of sustainability change-makers rallying together to drive positive impact to business practices across the world and we can't wait to have you join us!

Day to day activity of the role

- Assess the level of adequacy and comprehensiveness of a company's management system to address material sustainability impacts, applying the EcoVadis methodology during the entire analysis process
- Understanding of sustainability management system documentation provided by rated companies, extraction and synthesis of material sustainability data related to environmental, social, ethics and supply chain
- Review and confirm information suggested by automated systems—such as document types, dates, and company structures—to verify information accuracy
- Audit automated text highlights and system suggestions to correctly identify a company's specific sustainability information
- Analyze external news and reports to determine their impact on a company's sustainability score based on specific timelines and evaluation rules
- Align corporate evidence with global sustainability frameworks, such as Global Reporting Initiative (GRI), ISO 26000, European Sustainability Standards (ESRS), etc
- Review regularly updates regarding Ecovadis methodology and apply them to assessment process
- Perform quality checks on assessments to ensure adherence with prevailing methodology guidelines
- Own and drive personal achievement in alignment with departmental performance objectives
- Ensure to follow our integrity policy to produce a fair and unbiased scorecard
- Additional responsibilities related to the function may be required

How you will grow

When you join the team you will be welcomed into a robust training program designed to master different sustainability topics, regulatory compliance, ethical safeguards, and the EcoVadis methodology. You will have a trainer dedicated to your professional growth in the first month, supported by senior analysts providing feedback and suggestions on your work. Once your training is completed, you will begin working on a greater diversity and complexity of companies.

In addition, you will also have the opportunity to gradually pivot some of your time to work on development projects to grow other aspects of your career. These projects often include colleagues from our international team of analysts.

Required Skills

- 12 months of professional experience (including internship) in a related field
 - Advanced proficiency in English: reading, writing and oral communication.
 - Advanced proficiency in Japanese reading, writing and oral communication. Able to apply internal guidelines in English to interpreting documents in Japanese.
 - Bachelor's degree is required, focus on sustainability as a plus
 - Proficiency in Google Workspace applications (e.g. Google Slides, Google Sheet, etc.)
 - Strong reading and comprehension skills, with the ability to interpret various types of corporate documents such as policies, procedures, annual reports, code of conducts, etc.
 - Demonstrate analytical skills, logical reasoning, and a sharp attention to detail.
 - Experience in leveraging AI collaboration tools, with a demonstrated ability to apply critical thinking when assessing automated inputs for decision-making is a plus
 - Confidence to work independently and autonomously, manage your time effectively and maintain focus on daily targets
 - Adaptable to change and eager to learn
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Company Description